



# **PUBLIC NOTICE: ACCESS TO RECORDS**

Rev. 07/2013

Provided pursuant to § 19.34, Wisconsin Statutes.

You have a right to inspect and copy certain records under Wisconsin's Public Records Law, §§ 19.31-19.39, Wis. Stats.

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## **DEPARTMENT DESCRIPTION**

The Wisconsin Department of Administration (DOA) supports other state agencies and programs with services like centralized purchasing and financial management. The department also helps the governor develop and implement the state budget. The ultimate goal of all our programs is to offer Wisconsin residents the most efficient, highest-quality state government services possible.

DOA is organized into the following divisions: 1) Administrative Services; 2) Capitol Police; 3) Energy Services; 4) Enterprise Operations; 5) Enterprise Technology; 6) Executive Budget and Finance; 7) Facilities Development; 8) Facilities Management; 9) Gaming; 10) Housing; and 11) Intergovernmental Relations. The administrators of these divisions, except Capitol Police, are state public officials. DOA's Secretary, Deputy Secretary, Executive Assistant, Chief Legal Counsel, and Communications Director are also state public officials.

## **PROCEDURE FOR MAKING REQUESTS**

Under the authority of Chapter 19 of the Wisconsin Statutes, the Department Secretary is the legal custodian of the Department's records. To facilitate access to the records, the Secretary's authority as records custodian has been delegated to the Department Legal Counsel. Requests for access to public records, and questions concerning the application of the public records law, should be directed to:

Department of Administration Legal Counsel  
101 E. Wilson Street, 10<sup>th</sup> Floor  
P.O. Box 7864  
Madison, WI 53707-7864  
(608) 266-1741  
[DOAPublicRecords@Wisconsin.gov](mailto:DOAPublicRecords@Wisconsin.gov)

Staff will be available to accept requests made in person or by phone during DOA's normal office hours of 7:45 a.m. to 4:30 p.m., Monday through Friday. Requests may be made orally or in writing, and must be reasonably specific as to subject matter or time period.

As soon as practicable and without delay, the custodian will either notify you of the availability of the records requested, or deny the request in whole or in part because the records do not exist or are not accessible under the public records law. The time it takes the custodian to respond to the request will depend on factors including the nature and extent of the request and the availability of staff and other resources necessary to process the request. If the custodian denies a written request, the requester has a right to receive the denial in writing.

## **FEES**

DOA may charge the actual, necessary, and direct cost of reproducing a record. When the request calls for a copy of a record, and the record can be photocopied, DOA may charge its standard fee of \$.25 for each impression produced in response to the request. If the record requested is not in readily comprehensible form (e.g. computer file, database entry), DOA may charge the actual cost of creating a readily comprehensible copy. DOA may charge the actual, necessary, and direct costs of locating the records if it exceeds \$50. If the records are mailed to the requester, DOA may charge the actual, necessary and direct shipping cost.

Regardless of who processes the request, fees will be calculated based on the hourly wage of the lowest paid staff member capable of performing the work. The above fees apply except where a different fee is authorized by law. DOA may request pre-payment if the total costs are greater than \$5. Make checks payable to Wisconsin Department of Administration.